



No: BOU/Admin-1(282)/2018/4599

Date: 09 Ashwin Bhadra 1432  
24 September 2025

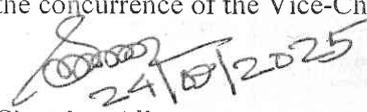
### Office Order

This is to notify that the Vice-Chancellor of Bangladesh Open University (BOU) is hereby granting study leave to **Mr. Saiful Islam (BD Passport No. A16611076, Issue Date: 27 October 2024, Expiry date: 26 October 2034)**, Assistant Professor (Islamic Studies), School of Social Sciences, Humanities and Languages, Bangladesh Open University for a period of 01 (one) year to undertake Master of Science in Islamic Banking and Finance Programme at the Institute of Islamic Banking and Finance, International Islamic University Malaysia (IIUM), Malaysia as per decision of the 105<sup>th</sup> meeting of Standing Committee for Advanced Studies, Training and Research of BOU held on 18 August 2025 and as approved by the Ministry of Education, Govt. of the People's Republic of Bangladesh on the following terms and conditions:

1. That the leave will be effective from 01 October, 2025;
2. That on return, after completion of the said study, he will work in Bangladesh Open University for the same period of leave availed of, failing for which he will have to pay compensations to BOU as may be assessed by the university authority;
3. That the progress and standard of higher study should be satisfactory and he should send progress reports on expire of every 6 (six) months;
4. That his service during his study leave will be governed by BOU rules;
5. That as soon as he completes the said course, he will join the Bangladesh Open University and he will have to submit a report to the ministry on the knowledge achieved in the Master of Science in Islamic Banking and Finance Programme at the Institute of Islamic Banking and Finance;
6. BOU will not bear any expenses for his MS Program in the International Islamic University Malaysia (IIUM), Malaysia;
7. That he has to obtain release order from Administration Division of BOU before going to Malaysia.

This notification is issued as per office order no: 37.00.0000.000.079.08.0092.00.87; dt:16 September 2025 of the Ministry of Education, Govt. of the People's Republic of Bangladesh and as authorized under the letter no. 03.069.025.06.00.003.2011-144 (500) dt.19.06.2011 of the Office of the Prime Minister, Government of the People's Republic of Bangladesh.

This has the concurrence of the Vice-Chancellor of Bangladesh Open University.

  
24/9/2025  
**Dr. Md. Showkat Ali**  
Joint Director  
Mobile: +88 017242058681

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| বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়<br>কম্পিউটার বিভাগ                              |         |
| Open University জায়/পরিচালক এর কার্যালয়  |         |
| ডায়েরী নং.....  | ৩৫৬৬    |
| তারিখঃ.....  | ২৪/৯/২৫ |
| সিস্টেম এনালিস্ট/ডেপুটি সিস্টেম এনালিস্ট/ওয়েব মাস্টার/<br>সহঃ প্রোগ্রামার/ASANA |         |
| সিস্টেম এনালিস্ট/হার্ডওয়্যার ইঞ্জিনিয়ার/HME                                    |         |
| সহকারী প্রোগ্রামার/AHME  |         |

#### Copy forwarded for information and necessary action to:

1. Senior Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Dhaka;
2. Secretary, Chancellor's Secretariat, Ministry of Education, Govt. of the People's Republic of Bangladesh, Dhaka;
3. Secretary, Security Services Division, Ministry of Home Affairs, Govt. of the People's Republic of Bangladesh, Dhaka;
4. Secretary, Ministry of Public Administration, Govt. of the People's Republic of Bangladesh, Dhaka;
5. Director General, Immigration & Passport, Govt. of the People's Republic of Bangladesh;
6. Controller, Foreign Exchange Division, Bangladesh Bank. Dhaka;
7. **Mr. Saiful Islam**, Assistant Professor (Islamic Studies), School of Social Sciences, Humanities and Languages, BOU;
8. Dean, School of Social Sciences, Humanities and Languages, BOU, Gazipur;
9. Director (In-charge), Finance & Accounts Division, BOU, Gazipur.
- ✓ 10. Director/System Manager, Computer Division, BOU, Gazipur (for kind necessary action to upload the office order on BOU Website);
11. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka;
12. Visa Officer, High Commission of Malaysia, House# 19, Road# 6, Baridhara, Dhaka-1230;
13. Joint Director (Addl. charge), Personnel-1, Teacher Section, BOU, Gazipur;
14. PS to VC (for VC's kind information), VC's Secretariat, BOU, Gazipur;
15. Personnel file / Office copy.